

FRESNO, CALIFORNIA
CLASS SPECIFICATION

SENIOR MECHANICAL TECHNICIAN

FLSA STATUS:

Non-Exempt

CLASS SUMMARY:

The Senior Mechanical Technician is the fourth and journey level in a five level Mechanical series. Incumbents are responsible for performing skilled maintenance and repair of equipment, mechanical machinery, and control systems and serving as a lead to Mechanical Technician staff.

Distinguishing characteristics within the class, depending upon specialized area of assignment are, responsibility for independently performing skilled vehicle, machinery, and control systems maintenance activities in an assigned area of responsibility, which may include: auto body, brake front ends, air conditioning, buses, fire equipment, heavy equipment, helicopters, light equipment, or park equipment.

The Senior Mechanical Technician is distinguished from the Mechanical Technician by its responsibility for delegating work assignments, depending upon assignment may oversee or provides lead direction to other technicians, training, ordering and distributing supplies, preparing reports, assisting in determining out sourcing repairs, and performing administrative tasks in the absence of the supervisor. The Senior Mechanical Technician is distinguished from the Mechanical Supervisor, which has first-line supervisory responsibilities.

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TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

1. Serves as a lead worker to other employees, which includes: prioritizing and assigning work; determining completion of work; and, training staff on work methods.
2. Inspects, overhauls, repairs, and maintains a wide variety of vehicles and equipment, including component and computerized systems.
3. Troubleshoots diagnoses and performs complex, skilled repairs and/or overhauls to vehicles and equipment in assigned area of responsibility, including inspecting and replacing of broken or worn parts.
4. Diagnoses, repairs, cleans, adjusts and installs fuel, ignition, electrical, HVAC, hydraulic, pneumatic, and cooling systems involving repair and replacement of applicable parts which, depending on assignment, may include carburetors, fuel pumps, starter motors, distributors, generators/alternators, voltage regulators, wiring, switches, batteries, radiators, thermostats and water pumps.
5. Diagnoses, repairs, overhaul, and rebuild transmission systems and engines.

Daily
10%

Daily
15%

Daily
15%

Daily
10%

Monthly
5%

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TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)		FRE- QUENCY
6.	Performs preventative maintenance and servicing activities which, depending on assignment, may include: changing oil; changing filters; applying lubricants; checking fluid levels; inspecting brakes, chassis components, and tires; and performing other related activities.	Weekly 5%
7.	Uses and maintains a full set of hand, power and shop tools and equipment related to the work, observing safe work methods and utilizing safety equipment related to the work.	Daily 10%
8.	Completes a variety of logs, documents, and/or simple reports regarding quantity of materials handled, equipment operations, vehicle conditions, maintenance and repair activities, and/or other related information.	Daily 10%
9.	Performs vehicle safety inspections to ensure proper and safe functioning of applicable vehicles and equipment.	Daily 5%
10.	Installs, repairs, and replaces a variety of ignition systems, transmissions, differentials, axles, and/or other related parts.	Weekly 5%
11.	Monitors and procuring inventory to ensure efficient and effective operations.	Weekly 5%
12.	Fabricates parts and tools utilizing lathes, shapers, drill presses, and welding equipment.	Weekly 5%
13.	Performs other duties of a similar nature or level.	As Required

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POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:
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Depending upon assignment, positions in this classification will be responsible for leading and participating in:

Positions assigned to Body & Fenders may be responsible for:

- Preparing vehicles for painting and refinishing;
- Sanding, puttying, priming, and painting vehicles and equipment;
- Measuring, cutting, and installing vehicle windows and windshields.
- Performs welding, cutting, and fabrication of metal, plastic, and fiber glass materials for vehicle and /or equipment repairs and/or modifications.
- Preparing written costs estimates and developing repair schedules;
- Monitoring farebox operations

Positions assigned to Helicopter Mechanic may be responsible for:

- Implementing aircraft flight acceptance procedures, including assisting with test flights;
- Implementing major and minor repairs and air frame modifications in accordance with FAA regulations;
- Preventive maintenance and cleaning of aircraft;
- Updating aircraft maintenance manuals;
- Inspecting aircraft after maintenance activities to determine if aircraft is ready for flight;
- Assisting with scheduling and performing aircraft maintenance.
- Maintaining flight and engine management instruments and equipment
- Maintain aircraft oxygen systems.
- Preparing end of month reports and verifying accuracy of invoices
 - Prioritizing repairs and resources based on urgency or severity to minimize public safety impact.

Depending upon assignment, positions assigned to Buses, Light, and Heavy Equipment may be responsible for:

- Repairing emergency standby power generators;
- Performing complex repairs and maintenance of electrical and computer systems;
- Troubleshooting, repairing, and maintaining hydraulic systems;
- Repairing and maintaining engine fuel systems, throttle linkages, and injection pumps;
- Performing complex diagnostic work, repair, and maintenance of suspension and steering systems;
- Preparing City vehicles for use or disposal.
 - Installing, repairing, and replacing HVAC, ignition systems, transmissions, and other applicable parts.
 - Repairing and maintaining brake systems
 - Performing mechanical assessments

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<#>Leading and participating in the inspection and diagnosis of defective and malfunctioning equipment;¶
<#>Leading and participating in the repair and maintenance of ¶air and hydraulic brake systems;¶
<#>Leading and participating in the installation, repair, and replacement of ignition systems, transmissions, and other applicable parts.¶

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Positions assigned to Body & Fenders may be responsible for:¶
<#>Preparing written cost estimates and developing repair schedules;¶
<#>Monitoring farebox operations;¶
<#>Preparing vehicles for painting and refinishing;¶
<#>Sanding, puttying, priming, and painting vehicle and equipment services;¶
<#>Towing vehicles;¶
<#>Measuring, cutting, and installing vehicle windows and windshields.¶

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Positions assigned to Helicopter Mechanic may be responsible for:¶
<#>Leading and participating in the implementation of aircraft flight acceptance procedures, including assisting with test flights;¶
<#>Leading and participating in the implementation of minor repairs and cleaning of aircraft;¶
<#>Updating aircraft maintenance manuals;¶
<#>Leading and participating in the inspection of aircraft after maintenance activities to determine if aircraft is ready for flight;¶
<#>Scheduling and performing aircraft maintenance.¶

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Positions assigned to Light Equipment may be responsible for:¶
<#>Leading and participating in the implementation of mechanical repairs of non-operative parts and equipment;¶
<#>Leading and participating ... [1]

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Positions assigned to Fire Equipment may be responsible for:

- Diagnosing, overhauling, and repairing fire equipment and apparatus, including engines, trucks, pumps, generators, emergency lighting, self-contained breathing apparatus, siren systems, communication systems, air brake systems, and ladders;
- Filling self-contained breathing air cylinders;
- Disassembling, repairing, and testing pumps, air compressors, resuscitators, extension ladders, and related equipment to NFPA guidelines;
- Repairing and overhauling diesel and gasoline engines, ignition systems, and air brake systems;
- Diagnosing, troubleshooting, and repairing computer controlled systems on fire apparatus and fire equipment.
- Removal and disposal of tested hazardous waste or materials
- Assists and accompanies fire personnel with support equipment and services as required
- Preparing end of month reports and verify accuracy of invoices
- Prioritizing repairs and resources based on urgency or severity to minimize public safety impact.

Positions assigned to Vehicle Air Conditioning may be responsible for:

- Inspecting, maintaining, and repairing refrigeration equipment;
- Inspecting, maintaining, repairing, and overhauling bus HVAC systems for leaks, worn or defective parts, and other malfunctions;
- Preparing air conditioning components for rebuilding;
- Preparing buses for pick-up and delivery.
 - Scheduling and monitoring the maintenance and repair of bus air conditioning and related equipment;
- _____

Positions assigned to Brakes & Front Ends may be responsible for:

- Inspecting, diagnosing, testing, and repairing air brake supply and service systems, mechanical and foundation systems, parking and emergency brakes, hydraulic and hydro-vac systems, power assist units, and related systems;
- Inspecting and diagnosing suspension and front ends for needed repairs;
- Adjusting and rebuilding steering gear boxes.

Positions assigned to Parks Equipment may be responsible for:

- Leading and participating in the repair and maintenance of commercial turf maintenance and construction equipment;
- Performing inspections of projects and repairs;
- Sharpening reels on gang mowers.

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POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

Training and Experience (positions in this class typically require):

- High School Diploma, or GED, and additional coursework in field, and six years of journey level experience directly related to area of assignment are required;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Based upon assignment, completion of recognized apprenticeship program or High School Diploma, or GED and two years experience as a Mechanical Technician may be required.

Licensing Requirements (positions in this class typically require):

At time of appointment and throughout employment some positions, based on assignment, may require:

- Basic Class C License
- Commercial Class B License with passenger endorsement
- Commercial Class B license with airbrake endorsements and tank endorsements
- One or more licenses or certifications related to the specific technical discipline may be required, preferred, or desired
- Fire Mechanic II/Master Mechanic

Knowledge (position requirements at entry):

Knowledge of:

- Applicable tools and equipment utilized in assigned area or responsibility;
- Applicable terminology utilized in the trade;
- Methods, materials, techniques and equipment utilized in assigned area of responsibility;
- Inventory management principles and practices;
- Vehicle and/or equipment maintenance and repair practices and procedures in assigned area of responsibility;
- Safe work practices and procedures.

Deleted: Positions assigned to Air Conditioning may be responsible for:¶
<#>Scheduling and monitoring the maintenance and repair of bus air conditioning and related equipment;¶
<#>Inspecting and testing heating, cooling, and refrigeration systems for leaks, worn or defective parts, or other malfunctions;¶
<#>Adjusting valves, gauges, thermostats, and other controls;¶
<#>Draining and adding coolant;¶
<#>Rebuilding assorted bus components.¶

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Skills (position requirements at entry):

Skill in:

- Prioritize and assigning work, detail oriented and ability to multi-task
- Training employees in proper work methods
- Coordinating and implementing preventative maintenance to applicable vehicles and equipment
- Troubleshooting, diagnosing, and resolving vehicle and equipment problems, and malfunctions
- Monitoring and participating in the preparation and maintenance of operational reports, logs and records
- Performing vehicle and equipment maintenance and repairs in assigned area of responsibility
- Reading and interpreting blueprints, schematics, and other technical drawings related to job duties
- Using and maintaining applicable tools, equipment, vehicles, and hardware and software related to job duties
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling, crouching, pulling and pushing.

Very Heavy Work: Exerting up to 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals, oils, work space restrictions, inadequate lighting, intense noises, and travel.

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 11/2007

Positions assigned to Buses may be responsible for:

- Leading and participating in the inspection and diagnosis of defective and malfunctioning equipment;
- Leading and participating in the repair and maintenance of]air and hydraulic brake systems;
- Leading and participating in the installation, repair, and replacement of ignition systems, transmissions, and other applicable parts.

Positions assigned to Body & Fenders may be responsible for:

- Preparing written cost estimates and developing repair schedules;
- Monitoring farebox operations;
- Preparing vehicles for painting and refinishing;
- Sanding, puttying, priming, and painting vehicle and equipment services;
- Towing vehicles;
- Measuring, cutting, and installing vehicle windows and windshields.

Positions assigned to Helicopter Mechanic may be responsible for:

- Leading and participating in the implementation of aircraft flight acceptance procedures, including assisting with test flights;
- Leading and participating in the implementation of minor repairs and cleaning of aircraft;
- Updating aircraft maintenance manuals;
- Leading and participating in the inspection of aircraft after maintenance activities to determine if aircraft is ready for flight;
- Scheduling and performing aircraft maintenance.

Positions assigned to Light Equipment may be responsible for:

- Leading and participating in the implementation of mechanical repairs of non-operative parts and equipment;
- Leading and participating in the repair of vehicle air conditioning and heating systems;
- Inspecting taxis to ensure vehicles are safe for public use;
- Performing mechanical assessments
- Leading and participating in the preparation of City vehicles for use or disposal.